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*by Barbara Wellington*

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## About the Author

Barbara Wellington had always worked hard to achieve her personal and business goals.

She felt that she was not achieving the success which her efforts deserved.

Barbara is an intensely practical person and had never considered that she had any creative ability.

Her main hobby was running as an amateur but she started to find it very hard to fit in her training and competing around her work and family commitments.

Then, she became interested in creative visualization when she heard that many top athletes used visualization as part of their preparation for major events.

After some early doubts, she started to practice the techniques she learned from a course. Despite her early doubts, she was conscientious about applying what she learned. Barbara was delighted to find that it helped her to understand what was really most important to her.

Barbara found that she could focus much better; this helped her to start to get closer to achieving some of her goals.

She used the techniques she learned to remove many of the doubts and concerns which had been holding her back.

She adapted what she had been told and found her results improved even more.

Barbara says, "These tips can open your eyes to new possibilities and help you to enjoy every day more."

"There's something for everyone, whatever their goals or even if they don't have any right now", she said. "This can help people to realize that most limitations are self imposed and can be overcome."

"After that, almost anything you dream of, you can achieve."

## Introduction

This book explains how you can use creative visualization techniques to help yourself to:

- ✓ Focus on what is really important to you
- ✓ Eliminate doubts and concerns which are holding you back
- ✓ Stop wasting time and energy on unimportant or unachievable goals.
- ✓ Achieve better relationships in your business and personal life.
- ✓ Find more time for family and friends while achieving your other goals
- ✓ Remove artificial limits placed on you by yourself and others.

I started to learn about creative visualization when I heard that many top athletes used visualization in some form to prepare themselves for their contests and improve their skills.

Maybe you have some questions about whether creative visualization is suitable for you:

Will creative visualization conflict with my personal religious beliefs?

Can an average person with no apparent creative ability benefit from creative visualization?

How will I find the time to use creative visualization?

I will share the answers which I found to these questions.

I had no special training or talent and have found these creative visualization techniques very helpful.

You will find everything easy to follow. I have written it just like I was telling a friend what I have learned.

The techniques and tips don't involve anything which should give you any problems.

In fact, they can be very enjoyable, especially when you start to see and feel the results.

I make no guarantees about the level of results you will achieve because everybody is different.

Your focus and the level of action which you take will be critical in determining the results you get.

But, my book will open your eyes and your mind to ways to achieve your maximum potential and have a much more enjoyable time while you do it.

***Barbara Wellington***

## Using Creative Visualization



My definition of creative visualization is a methodical way to work with our natural abilities and talents to achieve positive outcomes for all that are involved.

It is a way to connect with and focus the enormous power of your subconscious.

The subconscious is much larger and more powerful than we realize.

It is constantly active. It absorbs and learns from all the messages which we hear, feel and see.

It has a strong and continuing influence on how we think and act but most people don't make any attempt to influence what it receives or how it processes those thoughts.

With a great amount of negativity being fed to us from the media and even our friends and co-workers, we have an ever-growing pool of negativity in our own head. That encourages us to fear and doubt our own abilities and potential.

We can change that negative influence in an amazingly short time to be a positive means of supporting and enhancing our journey to greater success and fulfilment!

If you have tried something like this before and found it too difficult or been disappointed with the results you received, the help you need may be just a few minutes away.

I was uncertain about my ability to absorb and use these techniques at first. But, I adapted and simplified what I had been taught and had read so that it was easier for me to use.

I was encouraged by some small improvements in the results I was getting.

I was open to other positive influences.



I added some tactics which I had learned from other self-improvement courses which I had taken in the past.

They helped me to get better results from my visualizing.

I discussed my results and my ideas with friends that were also using visualization or had used it in the past and given up on it.

Some of them tried the ideas you will read about here and got better results than they had previously.

That motivated me to write this book.

Writing a book had been one of my long-term but seemingly impossible goals. I believe that I would still be dreaming about doing it if it wasn't for my visualizing and the support got from those around me.

I suggest that you read this ebook through so that you have an overview of the material.

Then, read it again and try some of the techniques.

Don't be worried if some things take you longer than you expect. That's quite usual when you are trying to learn anything new. Everyone will get different results and each reader will find some areas more relevant to their needs than others.

## **Your Motivation**

Very few people are able to keep themselves motivated and driving forward without help from other people or various tactics.

We all want as much support and confidence from our families and co-workers as we can get.

If you have plenty of that, then you can consider yourself very lucky indeed.

Most people are too absorbed with the stresses in their own lives to spare much time for others. That can often include members of the same family.

Even when they genuinely try to help and support our efforts, they may be too busy at those times when we could most use their help.

They may not fully understand what we are trying to do or have much confidence in our ability to achieve our goals.

The most important and powerful motivation has to come from within ourselves. If we don't have confidence in our own abilities, we will find it much harder to get the support we need from others.

If we constantly express negative thoughts and expect bad outcomes, that's what we are most likely to continue to get!

We will find it very hard to keep moving towards achieving our greatest potential until we build up some self-confidence.

Creative visualization is a very powerful way to focus and increase our self-confidence and make the best of our skills and talents.

The good news is that it is much easier than you might realize.

## Affirmations

One method which is used a lot is the power of affirmations.

But, few people understand and use them effectively.

An affirmation is a short sentence which confirms our genuine belief that we will achieve something desirable and worthy before it has actually happened.

There are many famous examples including, "Every day I am getting better and better!" and "Everything I need is within my grasp!"

I believe that affirmations are very powerful. Some people find that theirs don't work. But, if you follow the suggestions I have included here, you should have a positive outcome every time.

You need to have basis for the belief which you make the affirmation about. This could just be that you:

- ✓ Will apply yourself to achieving the stated outcome.
- ✓ Have a genuine belief that you can achieve it.
- ✓ Are willing to accept the benefit of the affirmation.
- ✓ Will not do anything to deliberately prevent that outcome.
- ✓ Give yourself a realistic timeframe to achieve it.

An affirmation that you will, say, climb a mountain next weekend, if you are not physically capable of doing so and lack the knowledge and equipment to do so, will not move you much closer toward that goal because your subconscious will not be able to accept it.

But, an affirmation for which you have most of the resources to achieve can help you progress if you set a reasonable timeframe to obtain whatever it is that you lack.

## Improving Your Affirmations

### *Make Your Affirmations Personal*

The affirmations which will work best for you are the ones that you have an emotional link to.

Repeating general statements by rote won't do it for you. But they are useful for giving you a format to base your own affirmations and statements on. They can also give you ideas about what you might want to get from your efforts.

Then you have to apply the "magic ingredient" which will get you closer to your goal – you just need to take appropriate action.

### *Make Your Affirmations Current*

Always set your affirmations in the current tense as if they represent your situation and your capabilities right now.

That will help your subconscious to accept and start using the information.

If you say or write, "I will be more punctual" instead of "I always give myself enough time to be punctual", your subconscious might tend to store but not act on the information because it is about how you will be at some unspecified time in the future.

### *Focus on Yourself*

Not everything you do should focus on your well-being and your gratification. But, you need to build your confidence in your own ability to produce better results before you will be able to achieve much of anything.

You're most important affirmations are those which start "I am ..." and focus on improved performance and attitudes which you are determined to be part of you from today onward.

These tips are very simple and you might dismiss them because of that.



But, simplicity is actually one of the most important factors in any plan.

The Trojan horse was a simple scheme which focused on the enemies desire to get something for nothing. That's a basic human attribute which is still targeted by advertisers very successfully today.

Keep things simple and it will be easier to do. Make it complicated and there are more things which can go wrong.

The mark of a good plan is that you can explain it to almost anyone and they will understand it.

Add action and you will be on your way.

### ***Beat the Barriers***

Some people will tell you that they tried using Creative Visualization but, "It just doesn't work, however hard I try!"

This is usually because that person has misunderstood what is required from them to get good results from this technique.

Creative visualization is a method which requires input and effort from us at every stage.

It is not magic but you may feel at times that the improvements you see when you use these tactics and suggestions are almost magical in their effect.

The first barrier for me and many people that I know was the name, "creative visualization". It did not sound like something I could do how ever much I wanted the benefits it promised us.

I had never considered myself talented or creative. That view had been reinforced by my parents who encouraged me to apply myself to practical things and always keep my imagination firmly in check.

A close friend helped me over that barrier with his belief that all of us have some level of creativity - we just need to find and apply it.

I've found that he was right. If I was a painter, I think I would probably do a better job of painting houses than portraits. But, I would be able to do a reasonable portrait too if I applied myself.

The next barrier was "time". I was already very busy with my work, my family and my running. I could not see anyway that I could fit visualization sessions in.

But, like most people, I found the time when I realized that I was giving a lot of time to things that were not as important to me.

When I looked hard at what I was spending my time on, I realized that I was giving away my most valuable and irreplaceable asset too cheaply. I was not getting value in return.

I did a simple time sheet where I just recorded the time which probably gave to the various activities in an average week, I found I had all the time I needed and more.

Removing some distractions and wasteful things from my schedule gave me more time than I was looking for!

Although I sometimes took longer than I had hoped or expected to make progress, I found that visualizing did not require anything like the amount of time I had thought it would.

The last change I had to make was the one which brings so many dreams crashing down.

I just needed to take action. I used an excuse which many people find useful to put off starting on an important project – I kept delaying my start because it was not all perfect.

My desire for a better life and the support from the people around me got me through that one.

I started from where I was and tweaked my plan when I found things which needed changes. If I had waited to get everything perfect, I probably would not have started yet.

I hope that my suggestions and the enthusiasm I have tried to pass to you through my e-book will help you on your quest.

## **Maximizing Your Motivation**

We have been using words and symbols to motivate ourselves for many years.

People who are involved with a particular group often use signs and slogans to focus their efforts on the common goal.

We, as individuals, use them to help us stay motivated and focused as well.

They work very well for some people but others find them less useful.

I remember when I was starting my first job as a sales person. My group manager saw himself as a motivator. He held weekly staff motivation meetings, ran sales contests and made time for us when we approached him about any difficulties we had with the work.

I put in plenty of effort learning the features and benefits of each of our products, spent time with some of our most successful salespeople so I could learn how to approach potential customers and all that. But my sales were disappointing to me and also, of course, the company I was working for.

I started to think that I would soon lose my job, but the sales manager realized that I was trying hard and decided to persevere with me for a while at least.

He suggested that I get a photo of something I had a great desire for but could not afford at the time.

Then, he suggested that I put that picture on the door of my refrigerator where I would see it many times each day.

This was supposed to help me focus on getting my sales to the level where I could afford to buy the car or whatever I was dreaming of.

Unfortunately, it didn't work out and I had to find another job after a few more weeks.

That experience probably contributed to my initial reluctance to try creative visualization when it was suggested to me several years later.



I did not realize at the time that there were a few factors which might have explained the poor results I got despite my determination and effort.

These methods worked for my sales manager, but he had other advantages which may have been more important in his success.

He had several years of experience in the same sort of work in our town.

He had built up a good network of customers and other contacts that referred their friends to him.

His self-confidence was based on years of successful experience.

I had none of these advantages and no training. After a few unsuccessful attempts to sell the products, my self-confidence was very low.

I had nothing in my subconscious to back up the motivating statements or connect me to the pictures of luxury cars and far away destinations that I stuck on my refrigerator.

Most importantly, my subconscious was full of negative thoughts which I could not overcome by repeating someone else's statements or looking at someone else's pictures. They had no real and deep meaning for me.

## Clearing away the Negative Forces

As I mentioned earlier, one of the major factors which prevented me from making a success of my first sales job was that my head, particularly my subconscious, was full of many negative thoughts.

This is very common in our society today.

It can start with our parents and the other people we learn from when we are young children.

They may tell us the standard advice about being reliable, honest and enthusiastic. But, if we hear them complain about how they are treated by other people or we see them being unreliable or devious and profiting from that, the negative influences will make the deepest impression.

They will be the strongest influence on our future thoughts and actions. That is what our subconscious will believe is really needed to get ahead.

We will also be influenced by how those around us deal with disappointments and other setbacks.

Many of us are told through our early years that we are not to blame ourselves for anything bad which may happen to us. It's never us; it is the system, another person or group or just plain bad luck.

This also reinforces the idea that we can't make positive changes in our lives and expectations through our own efforts.

When we try to improve things, we meet a mental brick wall; the negativity which we have filled our subconscious with stops our new positive attitudes from taking hold.

You can see the problem, can't you?

Our mind can't accept a positive thought which is in opposition to a strongly held and deeply rooted negative one.

So, the first step must be to weaken and then remove the negativity we have absorbed over the previous years. Then we can start to establish our new

positive mindset which will support us as we tackle the journey to our brighter future.

You can find some encouragement for this vital task by realizing that this pool of negativity is not just affecting your work and the amount of money that you make.

It is also likely to be having a severe negative affect on your interaction with your family and friends.

Over time, it will definitely also badly affect your general well-being and even your health. It has been proven that what you think or say becomes what you believe. If that mostly negative, it can make you more susceptible to some diseases!

The next chapter will help you to start turning things around.

## What's Stopping You?

Before we can start to use creative visualization to move ahead, we must look into and deal with whatever is holding us back.

That can include work and family pressures, poor health, lack of funds, confidence or motivation.

Often, it is a combination of most or all of these. The good news is that the suggestions in this book will help you to make adjustments that will, over time, help you to improve your response to all these types of problems.



Creative visualization is particularly helpful in improving our own mindset and the way that we interact with the people around us. That can help us to deal with our other problems more smoothly and with less stress.

The first thing we need to realize is that, whatever other people have done which might have affected our progress or confidence, the biggest problem is likely to be in our own heads!

Most people have fears and uncertainties which we also feed into our subconscious frequently without considering the long-term effect that this will have on our confidence in ourselves.

It is unfortunately true that we get many negative messages from family, friends and co-workers. They are always ready to share their negative experiences and opinions.

This causes our subconscious to fill with depressing thoughts which helps to build an expectation of negative outcomes if we decide to try to improve our skills or situation.

This also affects our attitude and interaction with others.

You may have tried previously to develop a positive attitude and regularly feed empowering thoughts into your subconscious.

The problem with that approach is that it is usually too little and too late. If your subconscious has been absorbing negativity for many years, dropping a little positive vibe on it each day won't have much of an effect.

You need to work out what particular negative emotions and beliefs are stored in your subconscious and affecting you every day.

Then you can address them directly and start to build a bank of positive thoughts instead.

When you are aware of the influences that have been holding you back, you will probably realize that many of them have no factual basis. That can be enough to start destroying any hold which they have had over you.

## Accepting Responsibility

When we look for somebody to accept responsibility for problems and negative outcomes in our lives, we always look outward.



But, we must accept personal responsibility for those outcomes just as we accept recognition for any successes that we have.

Whether or not it makes you happy, it is basically true that you are where you are and have what you have mainly because of decisions and actions that you took.

Only when you accept that, can you start to make a better future for yourself and those you care about.

It may seem scary or cause you to doubt your ability to change things for the better.

However, you will actually find your acceptance of that truth liberating. It will help you to clear away many negative thoughts which have been holding you back in the past.

Now is the time to examine yourself for any ways that you might want to improve:

- ? Do you always meet deadlines?
- ? Do you always keep your word on small and large matters?

If the answer is no to either of those questions, how do you deal with the situation?

- ? Do you always have excuses ready?
- ? Do you avoid the person you let down until you think the situation has cooled down?
- ? Do you contact them and offer to make good on your failure, even at some cost to yourself?

Obviously, the only good answer is the third one.

Does this happen a lot?

Even if it happens only occasionally, I know this is one of the habits you desperately want to change.

If you weren't ready to accept responsibility and improve how you deal with other people, you would probably be skimming some thriller or other light entertainment instead of this book.

The way I suggest that you tackle this type of problem is to no longer accept this from yourself.

Think carefully about why you actually get into this sort of situation:

- ? Are you easily distracted, even from important matters?
- ? Do you put the "hard stuff" aside until you have time to give it your full attention, but it gets buried and forgotten.
- ? Do you plan your day or let circumstance run your life?

You need to plan your day, your week and your life!

It is absolutely true that people who fail to plan, plan to fail.

When you have read the next chapter and started to use those suggestions which most appeal to you, you will have pushed yourself a long way toward the goals which you probably could never reach if you don't plan your trip.

## Painless Planning

I am no more expert on personal planning than I am on psychology and the other disciplines which are the basis of personal motivation and development.

Start small with a daily plan. Set it up in a cheap notepad or a diary you keep just for the purpose. Keep it separate from your main diary because you don't want to put it with your other regular personal and business appointments and information.

You can keep your list on your computer in a simple text list or even get specialized software. One type is called P.I.M. (personal information manager). Personally, I think they have too many bells and whistles.

So, I just set up a simple paper diary, small enough to always keep near me for privacy and security, but with enough room on each page to put the information I wanted.

The main problem which stops people keeping a task or to-do list up to date and completing each day's tasks is they try to do too much.

Put just a few important items in your list, whether personal or business.

Don't mistake important for urgent. The urgent stuff needs to be dealt with today. The important stuff needs to be done and monitored until it is.

Ask yourself two questions about every item you think you should list:

- ? Does it need to be done by me?
- ? Does it need to be done at all?

Give yourself some room in the list and time in your day to make changes if there are unexpected emergencies or you find that some items simply take more time and effort than expected.

Give yourself some personal time in each and every day. Otherwise, you will begin to wonder why you are trying so hard. Ask yourself are you living to work or working to have a more enjoyable life.



## The Next Step

You have reached a major milestone on your path to a better life when you reach this stage.

You have fixed a new and firmer sense of personal responsibility into your own subconscious and consistently avoid pushing blame on to anyone else; you start dealing with people in a more cooperative way.

You will find more people ready to work with you.

But, you will have some help.



Your sincere attempts to adopt and project more positive values will help you to find positive aspects in your current situation which you had previously been almost completely blind to.

People that have supported you in the past but found their help unappreciated will be the first to

notice your change of attitude.

Usually, they will be fairly quick to give you another chance.

You just have to give yourself that push toward a positive future first!

## Clearing Mental Deadwood

Through our lives to this point, there have probably been many disappointments where things did not work out the way we expected them for various reasons.



Often, we find some reason to blame someone for that outcome.

If the matter is not resolved to our satisfaction, we often keep our anger, disappointment and frustration bottled up inside ourselves.

We tend to revisit these past events and revive the unhappy emotions we felt at that time.

They grow in influence as the events fall further behind us. And it is all bad.

Unfortunately, there is little if anything we could ever do to change the way it turned out.

The continued revisiting of the past drama only affects us. It always makes us unhappy and frustrated.

That can cause friction in our dealings with the people around us now.

If we don't realize the damage we are doing to ourselves and our present relationships, it may eventually have negative impacts on our health.

It cannot ever have any positive effect.

Whether you have regrets about the effects that the actions of other people had on you or still blame yourself for mistakes you made that may have caused hurt to others, you will find your progress to a happy and confident future blocked by the dead wood which has built up and prevents new, more positive thoughts taking hold in your subconscious.

When we start to understand this, we may find that many of the events did not affect us as much at the time as the accumulated and magnified hurt does now.

Although it will not be simple or as quick as we'd like to change the habitual revisiting of past wrongs and disappointments, it is essential.

When we start letting go of the past and force our thoughts into a more realistic and positive path, we start to clear the log jam of doubt and worry from our subconscious.

That is when we can be confident that our affirmations and other positive thoughts will be as effective at helping us progress as those negative ones have been in holding us back.

Habits don't just disappear or evolve into a more positive set of actions overnight.

It will take focus and repetition for you to overcome the old doubts and build your new confidence.

You will find yourself tempted to keep saying negative things about other people and your own actions.

Now that you are very aware of the problem that can cause, you will need to keep a close watch on what thoughts you have, what you say and how you react to situations, especially those where you do not get the outcome which you wanted and expected.

If you let your guard drop and react in a negative way or display more anger and disappointment, that will quickly undo the new positive structures you have started to build in your subconscious.

## **Making Motivation more Meaningful**

This section will help you to improve your personal motivation.

These suggestions have worked for me and other people like us that have used them to reach their personal and professional goals.

I mentioned putting a motivational picture on my refrigerator in the story about my first sales job (which I lost a short while later).

Many people do this. Some put up pictures of cars, cruise ships or other things which they desire.

Someone suggested to me later on to change the picture to something else from time to time when I got so used to seeing the picture of the car, or whatever, that it didn't give me that buzz any more.

But, I think this next suggestion is so good, it might have helped me to improve my sales a lot more.

I used a picture of the car I desired which I cut from a magazine. It had no real element of personalization.

A more experienced colleague at my next job suggested an improvement which I tried out the next day. He said to "put myself in the picture"!

He went with me to the local car dealership during our lunch time the next day and brought his camera (another thing I wanted desperately).

We asked the salesman if I could sit in one of the display models while my colleague took my picture. He agreed and I got a picture of me in the car I was dreaming of.

That would give me a personal connection to the car and help me to make my mental stimulus more vivid.

Maybe you want a holiday or a yacht and there is no location or yacht like the one you desire near you. That doesn't need to be a problem.

You can use a picture from a brochure like I did. Scan it into your computer (that's okay because you are not going to use it for anything except produce a very personal version for your own use).

Then, you need a good image editing program to make an important change. Yes, you are going to put yourself in the picture!

If you don't have a good image editing program on your computer, you can get some good free ones on the Internet at

<http://www.snapfiles.com/freeware/> .

You find a picture of yourself and put that also on your computer. Open the two pictures and follow the instructions for the program you chose to put a copy of the picture of you into an appropriate part of the other picture.

If you have any problems making a good real-looking picture, ask a friendly local geek (do you or any friends have teenage children who are computer geeks?) to do the job for a few dollars or some home-baked cookies.

Then, you print the picture and put it where you can be inspired regularly.

Despite the minor deception involved in creating the picture, this has worked for me to improve my motivation and I drove the next model of that particular car for a few very happy years.

When I bought the car, I made and pinned up a picture of me with the camera I wanted. I bought that a couple of months later!

So, make your motivation as personal as possible and make any images you use as vivid and real as you can manage.

That will help to make your affirmations and other motivational objects more powerful supports for your efforts.

And the options available to us are getting better all the time.

## You, the Movie Star!

Many people will tell you that visualizing something is like watching a movie.

Now, there is a more powerful way to use your ability to visualize.

It is the difference between watching a movie and actually being in it!

Just imagine making yourself the star of your own motivational movie!

With the advances in technology and more reasonable access to the Internet available almost everywhere, you can now make you own motivational movie. You can include your own pictures and words, either written or spoken.

They are very powerful but they don't replace your affirmations and other tactics – they provide another powerful tool to reinforce your messages.

You can even make some for free!



I recommend that you start at the site which probably started this revolutionary concept, <http://www.animoto.com/> .

They started by offering to let anyone make their own short movies on any subject acceptable within their terms of use which can then be downloaded and used on your own computer.

Their services have expanded so you can, for a fee, make longer movies with your own sounds and music. You can make a movie which you can use commercially but, of course, that costs more.

Their basic service is worth trying – that may be all you need.

You have to supply your images and must have the right to use them (be careful about that).

There are many other services now with their own variations of this idea.

You can buy readymade movies with or without subliminal messages or programs to make your own.

Some people even use programs like Microsoft® MovieMaker (or the Macintosh® equivalent) to make their own movies for free.

I can't wait for the time when we will be able to do it all in 3D.

The way that technology developments are pouring out since the Internet became available to the public, that probably won't be long.

But, you don't have to wait – you can do a great job with what's available now. Grab the opportunity with whatever equipment you have.

Your movie might look fairly amateurish but you don't have to show anyone else or get anyone's approval, do you?

It is by you and for you.

If you really dislike the result from your first effort, you can easily make another one. And you won't be out anything but the time you need to put your second and better effort together and download it.

Tell yourself that you learn something from every experience and the next one will be better.

That's something to keep in mind with any disappointment. You can't avoid disappointment or upset completely without walling yourself away from the World. That would be disappointing too.

With even the most basic versions of current computers, you can make your own motivational mind movies and play them as often as you like.

You still have to buy or make your own popcorn though!

Imagine the possibilities!

I am assured that you don't need any special skills. If you do, you might want to take an after-hours course at a local college, or perhaps get a geeky friend to put one or more movies together from your pictures. Then, you could record the words or, if you don't want to do that, just use your favorite inspiring music.

## **Relaxation for Beginners**

This simple and enjoyable exercise will help you to relax and be more receptive when you actually start practicing your visualizations and using the other suggestions in this ebook.

After you have been doing this for a while, you will be able to use the technique to reduce the effect of many stresses you have in your daily life. You will have no problem doing it at any time that you can get a few minutes privately in a quiet environment.

Yes, I have done this in a bathroom of a hotel or office building on more than one occasion when I felt that I was becoming tense or a confrontation was developing between me and someone in the group of people I was with.

But, for your first few sessions, make it easy on yourself. Choose a time when you are alone and are unlikely to be disturbed for about 15 minutes.

You can either sit in your most comfortable chair or even lie on the floor to do this exercise. I think the floor is a good choice, but make sure that you are comfortable; the floor must not be too hard or cold on your back.

Close the blinds or draw the curtains to ensure your privacy and reduce the amount of light in the room. Turn off any bright lights or they will make it harder for you to focus your mind on the exercise.

Switch off your mobile phone and any other devices which might cause your session to be interrupted.

The exercise is a way to gradually relax each part of your body in turn. It should not cause any problems but I suggest two simple safeguards just to give you an extra measure of safety:

1. If you have any sort of serious medical condition, please check with your doctor before doing this or any other exercise in this book.
2. When you are just starting to do this exercise, arrange for somebody to phone you or come to the room about half an hour after you begin it.



Lie back in your chair or flat on the floor. If you are doing this on the floor, put a small pillow or folded towel underneath your head.

Loosen any tight clothing. Now, you can begin the exercise.

Close your eyes. Don't squeeze them shut, just gently close them.

Take three or four gentle, deep breaths. Take your time as you breathe in and then wait for a few moments before you breathe out slowly.

Your first step is to relax the toes on one foot. Very few of us pay much attention to our feet. We should take more care of them, because healthy feet are vital for our general well-being.

Start by wiggling the toes on that foot. That helps you to focus on them.

Silently command them to relax and then tell the whole foot to relax.

Give yourself a few seconds to enjoy the feeling before you go to the next step.

Don't worry if your toes seem to resist your instructions. It usually takes a few attempts to begin with. That is a clear sign of how much you need to reconnect with your body and reduce the tension in the various parts.

Without any movement, mentally draw that wonderful relaxed feeling up through your leg; first to your ankles, then up to your knees and up into your thighs.

Most people will need a few attempts, but will find it easier and easier to do.

It is most important not to try to push too hard or rush the experience.

Now, do the same routine at the same gentle pace with your other leg.

Then, let the relaxed feeling rise upwards through your trunk.

Now, you can relax your fingers on one hand and then your arm. Then, do the same routine with your other arm.

The feeling will almost automatically flow through your neck to your head.

Enjoy this relaxed state for a few moments.

Now, mentally scan your whole body, looking for any part which is still tense.

Repeat the mental commands for that area to relax. It may not happen immediately, but persist without pressing too hard.

Pressure would just reinforce the stress and tension which you are trying to remove.

This will get easier and take less time as you get more experience. The feeling of relaxation and peace will deepen over time as well.

Don't worry if this takes you a few attempts. You have probably spent years pushing more and more tension into your body until it is like a straitjacket.

It is only reasonable that it will take time to reverse the situation. Just be confident that you will succeed and that all your effort will be repaid many times over.

After a few sessions, this sequence will take less time and give you a deeper sense of relaxation. Then, you can move to the next and start creating new and more powerful visualizations.

That's when you start to progress toward achieving your dreams for yourself and those you care about.

## Your First Visualization Session

Pick a time when you are relaxed and likely to be undisturbed.

Although you may have many things you want to use visualization to help you with, pick one that is important to you.

Make your statement of the target goal short and simple.

You get what you ask for, so make it very clear.

Make your statement in the present tense as if it was already a true reflection of your situation.

Keep your goal in mind through every part of your day.



Act as if you had already reached that goal.

Don't set too many conditions on the goal you want.

Remain positive about your chances of achieving it even if there is a longer wait than you had expected.

Visualizations work more often than not if properly prepared and you remain focused and confident.

But, they're not as quick as your postal service!

## Improving Your Power to Visualize



When you read the steps involved in visualization, it probably seems so simple.

And it is!

But, your first few attempts are likely to give fairly poor results.

That's because you have probably been discouraged from using and improving your powers of imagination and innovation ever since you were a young child.

Parents and others that care about a child often advise them to curb their imagination and their dreams because they don't want the child to suffer disappointments like they have.

This is meant to help but reduces their confidence and discourages them.

So, this becomes harder to do, like anything which you don't practice for a long time.

Following the exercises and suggestions I have included for you in this book will help you to reawaken and sharpen your power to visualize.

It will also help you to release your innate creative abilities. Then, you can use that power to achieve whatever you focus on.

It will take effort and persistence from you to do this.

I will help you as much as I can.

Just remember that it will get easier when you start to see some positive results from the effort which you put into your first attempts.

## Are You A Visual Person?

You may be aware that people can be put into three categories, according to which of their senses they depend on the most.

People that are most receptive to absorbing information from what they see are about 55% of the population. They are *visually* oriented.

A smaller percentage of the population are most receptive to what they hear. They are called *auditory* people.

The third group are the *kinesthetic* people who are mostly guided by what they feel.

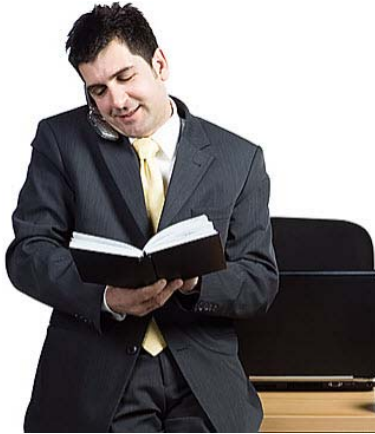
Each group, of course, takes information from the other senses as well. But, they are mostly focused on just one of the three main inputs.

That raises the question, "If I am not a visual person, can I ever hope to be good at creative visualizations?"

The good news is that almost everybody can create and use powerful and positive visualizations to improve their lives and their opportunities.

For those people who are not visually oriented, there is the added advantage that practicing these techniques will improve the quality of information that their visual sense provides to them.

## Partner Wanted, Apply Here



Many people find it very hard to keep themselves focused and moving forward.

There are so many competing interests which can distract you from your main purpose.

If you are trying to achieve more success in your work, you may want to consider linking up with someone you know that also has similar goals which they are trying to achieve. They don't have to be someone in the same industry but they need to be someone that has the same trust and respect for you that you have for them.

Set up a meeting with this person. It can be face-to-face or you could even do it over the phone.

Ask them if they would be interested in a way that you could help each other to maintain your focus and encourage each other with short daily phone calls?

Your first thought might be that you could get this support and feedback from your partner. That is true to a certain extent.

They can give you lots of emotional as well as practical support. But, your partner and other members of your family are really too close to you to give you the feedback you need about your progress with your business goals.

This requires someone that can be a sounding board and supportive but is emotionally detached from you. Then, they can give you constructive criticism when you ask for without there being any emotional baggage for either of you to deal with.

The person you help and get help from must be someone that is one



step further removed but who also is experiencing the same sort of pressures as you in their own quest for success.

The basic idea is that you will contact each other each morning and each evening for just a few minutes. This is easy and not very expensive even if you live a long way apart.



If you each have a computer, you can use a service like Skype.com

(<http://www.skype.com>) to make your calls and you will not be charged for them! In fact, Skype lets you call and accept calls from anyone that uses the Skype service for free any time!

You could decide when you are setting up your mutual motivation partnership, what you will focus on during those calls.

Each morning call should focus on what each of you will do that day to move yourself forward.

That should include your list of tasks for the day. You might also be able to pass on to the other person a resource or tactic which you used and they may not know about.

The evening calls will also be brief. You can confirm that you have completed all of the tasks which you set for yourself for that day.

You might briefly discuss any problems you encountered where the other person might have some ideas about how you deal with them.

The final thing on each evening call should be that you have prepared your task list for the next day.

This is a very simple idea which can have great benefits for each of you.

But it is important that you choose someone who has a level of commitment that is equal to yours.

It's probably worthwhile to suggest at the beginning you just commit to, say, a couple of weeks of calls.

That will give you both time to get used to the routine and then decide whether you will both get the support and motivation that you need from each other.

I've found that this system keeps me on track and motivated. I don't want to let my friend down or waste their time.

They are similarly motivated. We have shared ideas and encourage each other when it was needed.



If you find that the person you chose is not able to meet their targets, forgets to phone you when it is the turn and always has excuses why they cannot complete their task list, you can gently finish the partnership after just the two weeks.

A danger sign is when someone is always talking about possible problems instead of focusing on ways that any potential problems can be solved.

Unless they, like you, can commit and get some results, you need to find someone who is more motivated or you will spend your time supporting them instead of you supporting each other.

If you both do your task lists and complete everything on them each day, your calls will be shorter and even more enjoyable.

It's a small investment which can pay big dividends for both of you.



## How to Finish Your Tasks Every Day



I have made some suggestions about keeping your list of tasks focused on the urgent items and not overloading your self with too many items through the book.

Here are some more suggestions which have helped me to complete my daily task list and gain more time for other matters (most importantly, my family and friends!)

**Start half an hour earlier:** I started my task list in the middle of summer. I was putting too many items in it then and I quickly decided to

get up a half hour earlier each week day so that I could make more impact on the growing number of tasks on my daily list.

This helped but the major problem remained as I always carried over a few tasks to the next day's list.

When I started to prune the list down to the most essential items, I continued to start at the earlier time. The results were very good.

**Do at least one task within your first hour after waking:** This may seem an unwelcome and unnecessary intrusion on your family time but you can usually find something on your list which you can make significant progress on without impacting on your family or having to miss your breakfast.

It doesn't need to be an urgent task. Just find something meaningful which will start your mind focusing on the work ahead. This has probably been one of the most useful tips for me personally.

**Cordon off your personal time:** This may seem to contradict the previous suggestion but, after doing that first task every morning, I avoid letting my business interfere with my personal family time for the rest of the day and, especially, in most evenings.

Your family will understand about occasional urgent interruptions, but few will like it if you start to habitually bring your work to the dinner table.

**Share the Rewards with Your family:** Many spouses, significant others and other family members don't understand what your business is about or why you seem to assign it more importance than your time with them.

That can lead to friction and much worse, over time.

I don't suggest you bore them with the company's annual report or every detail of that contract you won so brilliantly.

Just give them the attention and the time together they need and deserve.



When you can, give them something which you know they will treasure. It could be a weekend away or just a large box of their favorite chocolates, depending on your budget.

Just make sure that they understand that it isn't intended as a substitute for your undivided attention when they need it; it's just a sign of your love and deep appreciation of the sacrifices they make to help you with your career.

## Show Gratitude!

In our deepest, darkest days we still have many things to be thankful for.

I started a gratitude journal a few years ago. I'm on the third volume now.

Nobody sees it but me.

I started just writing in it but I have added a few very special photos to the latest volume.

I was feeling very stressed when I started this. The gratitude journal was suggested by a female cousin who was always happy and supportive when I met her or talked with her on the phone.

Grace told me that she had started her journal after reading an article in a magazine.

Grace said, "I started to look for things to put in the journal. Before long, I bought a larger sized book to record everything in!"



"It changed my focus from my negatives to my positives. I never realized how much I had to be grateful for."

After the talk with Grace, I said I was going to try it and I would get a journal on my way home.

But Grace surprised me by opening a drawer in her desk and giving me an unused journal.

With that encouragement, I felt a commitment to start using my journal straight away.

This journal has helped me with my personal motivation and also probably made me a more pleasant person to be around.

I don't focus any longer on what's wrong with the world or my problems.

And, I don't seem to have as many problems as I used to think I had.

I am much better at dealing with whatever comes along.

I am grateful for my experience with creative visualization, my mind, movies, my wonderful gratitude journal and the wonderful positive people which my new focus and attitude has brought much more happiness into my life.

That's apart from the material benefits which are nice, but not really the most important things.

I hope that will be your experience too. Just give this wonderful system a try and you will also be happier.

That I can guarantee.

Barbara Wellington

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